

## Guidance for Workforce Cells\*

### COVID-19 Training Data Collection Tool

#### STEP 1

**Higher Education Institution (HEI) will** contact Healthcare Science Practitioner Training Programme (year 2) students and explain the purpose and the process, share the documentation and ask them to opt in to sharing their data. If they agree the HEI updates the database as part of a dialogue with the student\*\*.

- **Student** 'opts in' to revised programme delivery
- **Student** decides to 'opt out' of revised programme delivery
- In the student does not respond (*students that do not respond will not be included in the collection*)
- **HEI will** populate the 'Clinical Professions – COVID-19 Training Data Tool' Template with details of all students that have responded linking students that have 'opted in' to the

#### STEP 2

**HEE Regional Teams will** access data showing students with a preference (preferred organisation or setting) to work in the region. Regional Team allocate students and deploy accordingly to employers.

Healthcare Leads will be available as required, to provide advice to the regional

#### STEP 3

**Placement Providers (employer) will** access the tool to view students allocated for placements at their organisation. Regions then commence student deployment process as per regional SOP (*confirm start date, site and clinical area, payment processes are put in place to ensure deployed students are paid. \*\*\**)

**Placement providers (employer) will** update their view within the tool, the changes are mirrored in the HEE Regional Team view and the HEI view. Any subsequent changes made by the HEI or employer will be updated across all views.

**Employer will** contact student with details of role and agrees start date

**Student will** commence employment

#### Notes

\*This is only a guide. It is acknowledged that regional application and management of the process will differ.

\*\*Students will be guided by HEIs to select a preferred organisation that is within their current locality.

\*\*\*DBS, Occupational Health Checks, and references are considered as complete for these students because of checks already undertaken by HEIs.